

Process Name: Purchasing	Process Identifier: PU
Sub-Process Name: Professional Services Contracts	Sub-Process Identifier: PU-7
Sub-Process Purpose and Objectives: To establish a contract that protects the State's interest and is in compliance with all applicable policies and laws.	
Sub-Process Description: This sub-process begins when a need for Professional Services arises. The agency that has the need for the services (Agency) will develop an RFP and submit the RFP to the Office of Contract Review (OCR) for review. If the RFP does not pass OCR's review, OCR prepares written revision requirements that are sent to the submitting Agency. Assuming the agency wishes to continue, the Agency modifies the RFP per OCR's instruction, and the Agency resubmits the RFP to OCR. If the RFP does pass OCR's review, OCR sends the Agency an approval notice, a Reviewer Independence Statement, and standard instructions regarding final approval. OCR then sends the RFP to the Comptroller's office for review. If the RFP does not pass the Comptroller's review, the Comptroller prepares written revision requirements and sends the requirements to the Agency and emails a courtesy copy to OCR. After making the modifications required by the Controller, the Agency again submits the RFP to OCR for review. Once the OCR has approved the RFP, the RFP is again sent to the Comptroller for review. If for some reason the Comptroller again rejects the RFP, the RFP follows the process described above. If, however, the Comptroller approves the RFP after its initial review, the Comptroller emails an approval notice to the OCR reviewer and prepares an approval notice and Reviewer Independence Statement to the agency. Once the Agency has gained the requisite approvals, it releases the RFP and submits it in PDF format via email to OCR and OCR posts the RFP on the State's Website. The Agency may conduct a pre-bid conference. The Agency will respond to written questions regarding the RFP that are submitted by vendors. If the Agency does not receive a sufficient number of proposals, or if a sufficient number of technical proposals that are received are not deemed compliant, the solicitation is canceled. If the solicitation is not canceled at this point, cost proposals are opened and	

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<p>evaluated. The evaluation team will make an award recommendation, and assuming their recommendation is accepted, the Agency prepares a written Evaluation Notice to proposers and opens the files for public inspection. Barring any protest from proposers, a contract is negotiated and executed.</p>			
Sub-Process Trigger(s): A need arises for services that require a Professional Services Contract <ul style="list-style-type: none"> • 		Key Sub-Process Participants: <ul style="list-style-type: none"> • Agency • Office of Contract Review (OCR) • Comptroller • Vendors / Proposers 	
Inputs:			
Input	Format	Volume/Time	Suppliers
Requests for services that require a Professional Services Contract	Varies by agency		Agency personnel
Outputs:			
Output	Format	Volume/Time	Recipients
Executed Contracts	Paper		Vendors / Proposers
Performance Measures Tracked:			

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Measure	Approx. Value	Target Value	
Laws, Regulations, and Policies That Govern Sub-Process: Purchasing policy and State and federal code			
Current Sub-Process Issues/Problems:			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Web-enable the solicitation process		Internet access and training may be issues in implementation; possible shift to the use of electronic signatures/authentication	
Automated workflow approval process			
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
Forms, guidelines, and templates in electronic format		Microsoft Office products	
OCR's tracking system			

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